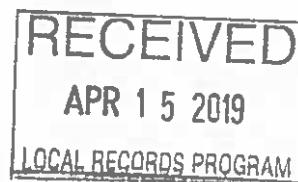




Kentucky Department for Libraries and Archives
Local Records Program



Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Elizabeth Auxier
Applicant Title: Educational Liaison
Office Address: 444 Main St
Paintsville, KY 41240
Phone Number: 6067894355
Email Address: elizabeth.auxier@paintsville.kyschools.us
Federal ID Number: 6 1 0 6 5 4 4 6 1

Part B: Project Summary

Total Funds Requested: \$ 14,000.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The library has the oldest East Kentucky newspaper "The Big Sandy News" digitized from its first issue in 1885 until 2006. There remains the last 10 years worth of publications yet to be converted to digital archives - Volumes 123 - 133. These are important publications to preserve as they relate to local and surrounding counties culture and history. The library has a resource room devoted solely to state and local research and genealogy. During the 2018 calendar year those resources were accessed 1,914 times by patrons and include genealogy print references and digital newspaper usage. A contractual staff member has been scanning DAR records and civil war essays part-time since October of 2018. She has the skills and experience to digitize the remaining and future volumes of The Big Sandy News



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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: N/A

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
Example: Deed Books A-Z	1799-1858	L1317	\$6,255
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

Section 2

Vendor Name: _____

Vendor Address: _____

Vendor Phone and Email: _____

Purpose: Security Microfilming ☐ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
Example: Shelving	N/A	N/A	\$9,040
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			

Please Attach Additional Sections, If needed.



**Kentucky Department for Libraries and Archives
Local Records Program**

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

N/A

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

The newspapers are currently stored in plastic storage containers in the basement of the library. Once scanned the originals will be stored with other similar publications in a similar manner.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☐ No ☐

N/A



**Kentucky Department for Libraries and Archives
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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Digitizing The Big Sandy News will make it accessible to library patrons in the same way that other local newspapers such as The Paintsville Herald are available. Patrons may access articles quickly and easily using library computers. Since Volumes 1 - 122 of The Big Sandy News are already available digitally this grant project will bring access up to date with all copies being made available. It will preserve 10 years worth of local news and articles.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☐ N/A ☒
4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☐ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

We estimate it will take 700 contract labor hours to scan, save and store the 10 years/ volumes of The Big Sandy News from 2008 to the present which vary in publication from 52 to 104 issues per year. Our experienced contract laborer's hourly wage is \$20 per hour making the total investment \$14,000. Once complete the library will have all 134 years of the oldest Kentucky newspaper preserved for current and future patrons.



**Kentucky Department for Libraries and Archives
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Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



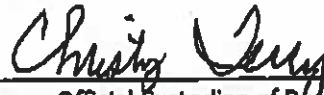
Authorized Local Government Official

Karen Daniel, Library Director

Typed or Printed Name and Title

April 15, 2019

Date



Official Custodian of Records

Christy Terry, Program Director

Typed or Printed Name and Title

April 15, 2019

Date